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Report for Week Ending 18 September 1957

from

RECORDS DISPOSITION BRANCH

1. Contributions

- ✓ a. The OSI Records Control Schedule (Project 8-16) has been approved by this Staff and returned to OSI for application. Their annual disposition report shows saving of over \$27,000 during the past fiscal year. Of special significance is the fact that for two successive years they have reduced their total records holdings. Project is complete.
- b. The ORR Records Officer submitted an additional item for their records control schedule which was approved by this Staff and returned for application.

2. Assignments - ActiveA. Project 6-40 - Office of Central Reference

25X1

No change from previous report. Project is 99% complete.

✓ B. Project 6-95 - Office of Personnel

25X1

A review of the Records Program is being made in the Records and Services Division. Tentative agreement to retire inactive Personnel Folders when 1 year old has been made with the Chief, Transaction and Records Branch. They now hold them 3 years. Also this Branch has been asked to explore the possibility of receiving the signed, authenticated copies of the Report of Separation for filing in the Official Folder. They now receive only a copy, the original going to Statistical Reporting Branch.

Position Evaluation Division has agreed to discontinue destruction of the superseded position descriptions and descriptions for abolished positions. Up to the time of the review of that Division they were destroying these descriptions after approximately 1 year even though the Records Control Schedule did not give them this authority. Project is continuing and is 65% complete.

✓ C. Project 6-101 - RI/DD/P

Schedule is still being reviewed. Project is 90% complete.

✓ D. Project 8-9 - General Counsel

25X1

No change from previous report. Project is 30% complete.

E. Project (Number unknown this week) - ORR

25X1

Arrangements have been made to install the Agency Subject-Numeric File System throughout ORR. The system will be set up for both the administrative and substantive subject records.

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3. Assignments - Inactive

a. Project 6-90 - Commercial Staff

25X1

4. News

25X1

✓ Met with Messrs. of DD/P. The discussion centered around the legal problems which might arise in connection with the final disposition of DD/P records. It was decided that a disposal list of older records would be submitted to us for approval and that we would continue the review of the present schedule.

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FORMS MANAGEMENT BRANCH

1. Contributions

a. Tangible

(1) Completed 19 actions requiring the printing of 110,400 copies or sets of blank forms. This represents a decrease of 20 actions and a decrease of 684,800 copies as compared to last week.

✓ (2) Three new and 2 revised forms were approved. One form was redesignated.

2. Assignments

a. Active

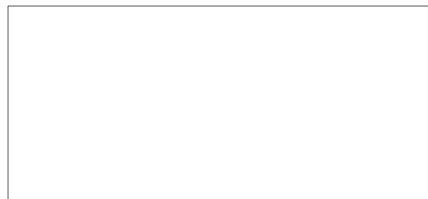
(1) Eight new and four revised forms are pending.

(2) Three Employee Suggestions are being evaluated.

3. News

I attended the regular meeting of AHIP and participated in briefing the new Deputy Director and the Assistant Deputy Director of OCR on the progress and the problems of the Working Group to develop a Common Information Report Format. The major problems of WGIR are:

- a. Army's insistence on half sheet size forms containing only summary information.
- b. State Department's varying interpretation of security requirements which is leading to an increased use of letter size cabinets secured only with bar and hasp and 3-way combination padlock's as compared to our need for 3-way combination legal size safes (unless cabinets are in vaulted area). A meeting with Army representatives will be held 18 September 1957 in a further attempt to shake Army's position.



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